

eMARS Technical Based Learning (TBL) and Independent Study Guide (ISG)



eMARS Project

Prepared for
**Commonwealth
of Kentucky
eMARS Project**

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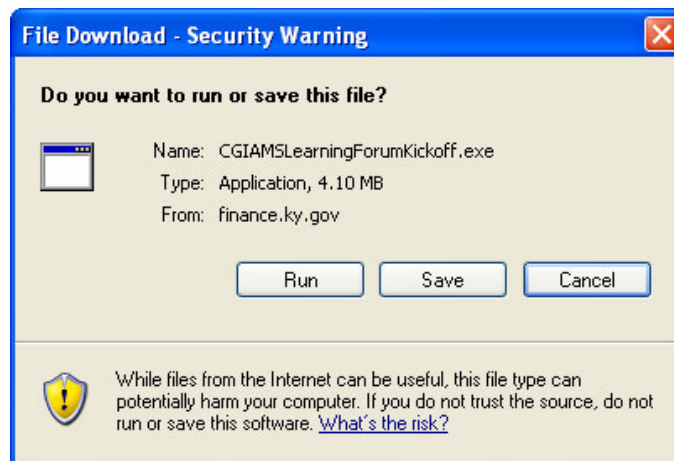


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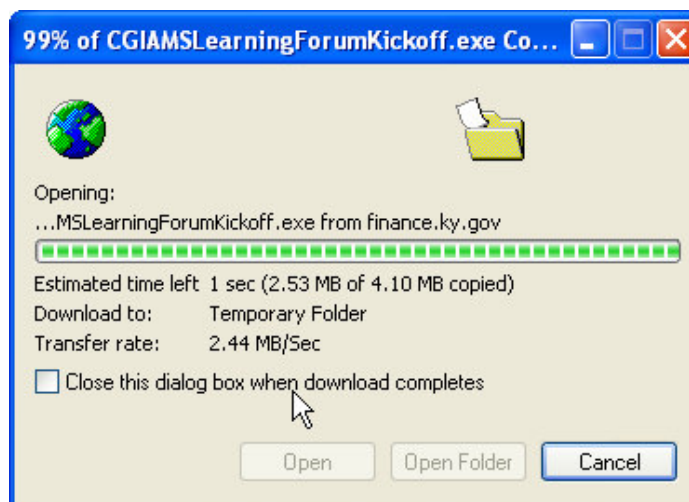
ACCESSING THE TBL ISG KICKOFF SESSION:

1. This is a pre-recorded training session so make sure your speakers are turned on.
2. Go to the eMARS website @ <http://finance.ky.gov/internal/emars/>.
3. Click on the link labeled "**Training Materials**" under the **Training** section.
4. A printable copy of the TBL ISG Kickoff Session is also available on this site under the link labeled **TBL ISG Kickoff Materials**
5. To access the training session click on the link labeled **TBL ISG Kickoff Session**
6. When prompted with the **Security Warning** screen choose **"Run"**.

NOTE: Refer to the section of this document on **Troubleshooting** if you encounter any issues when trying to run this file. Your computer may require a change to the Internet Advance Settings in order to run this executable.



7. Upon selecting "Run" a status screen similar to the following will appear. Once the file is finished loading the training session should begin.



TBL ISG TROUBLESHOOTING:

There are two known errors that **may be** encountered when attempting to run the TBL ISG Kickoff Session. These errors are related to Internet Security configuration settings and the use of Microsoft Virtual Machine (VM). The eMARS Project team has worked with COT to identify the solutions for these errors which are indicated below. Local Administrator rights are not needed in order to apply these solutions. However, if you encounter difficulties applying the appropriate solutions you will need to contact your agency's technical support. A list of agency technical support contacts is provided on the eMARS web site @ <http://finance.ky.gov/internal/emars/> under the Communications section. To access the contact list click on the link labeled "**Agency Implementation Contacts**" provided.

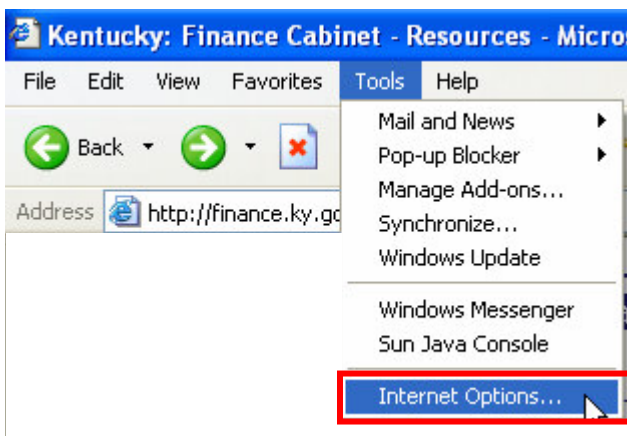
ERROR MESSAGE AND SOLUTIONS:

A. Digital Signature Required:

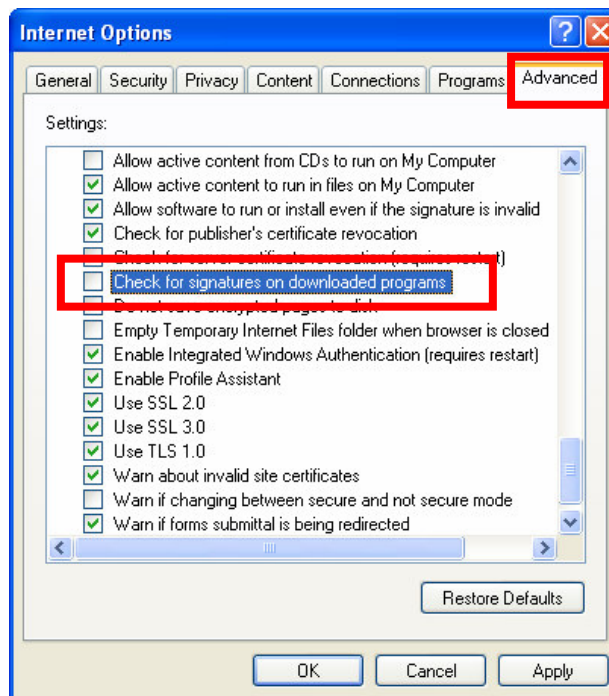


Solution: Requires a change to the Internet Options as indicated in the steps below:

Step 1: From within your Internet Browser click on "**Tools**" from the menu bar, then select "**Internet Options**" from the drop down menu.



Step 2: Click on the “**Advanced**” tab and scroll down to the “**Security**” section then **deselect** the options labeled “**Check for signatures on downloaded programs**”



Step 3: Click “**Apply**” and then “**OK**”. Then try accessing the TBL ISG Kickoff Session.

B. Class Not Registered:



Solution: Requires the updated Java Virtual Machine (JVM, Microsoft Virtual Machine) and can be downloaded from the CentraOne web site.

Step 1: Go to CentraOne web site @ <http://support.centra.com/jvm.asp> and follow the instructions for downloading the Java Virtual Machine (JVM, Microsoft Virtual Machine)

**CAPTURING TBL OR ISG ASSESSMENT SCORE SCREEN SHOTS:**

To capture the screen shot of your TBL or ISG assessment score proceed with the following steps:

- Step 1:** Press the “Alt” key and the “Print Screen” key at the same time
- Step 2:** Open a new blank WORD document.
- Step 3:** Press the “Ctrl” key and the “V” key to paste the screen shot in the new document.
- Step 4:** E-Mail the WORD document with the screen shot to Kathy Hutcherson @ Kathy.Hutcherson@ky.gov and copy Julie Doane @ Julie.Doane@ky.gov.

Note: Step 4 above must be completed in order to receive credit for the TBL or ISG sessions.

TBL ISG SESSION ASSISTANCE:

For assistance with the TBL ISG Kickoff Session please, e-mail Julie Doane @ Julie.Doane@ky.gov or phone (502) 573-6803 x3413.